



City of Austin - JOB DESCRIPTION



Asset Management & Lending Coordinator

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	14592	Salary Grade:	UC9
Approved:	January 03, 2005	Last Revised:	April 08, 2012

Purpose:

Under general direction, is responsible for the coordination of asset management and Austin Housing & Finance Corporation programs at Neighborhood Housing and Community Development Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Coordinates of daily operations of the asset management and lending programs by reviewing and evaluating processes and procedures. Research sources, develop short and long-range plans, and compile informational reports.
2. Reviews, analyzes, and provides recommendation for assigned projects.
3. Coordinates with existing organizations to address community needs.
4. Conducts needs assessments and meets with community residents, leaders and community groups to identify needs and available resources.
5. Collaborates with other organizations to plan and develop programs and activities or improve coordination of existing services.
6. Provides assistance in the administration and processing program applications which encompasses reviewing and assessing each applications and supporting documents to ensure they are in compliance with Program guidelines and legal regulations.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of AHFC, City of Austin and HUD Housing Program guidelines and customers.

Knowledge of mortgage and consumer lending.

Knowledge city practice, policy and procedures.

Knowledge of supervisory and managerial techniques and methods.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to evaluate contracts, loan applications, and procedures.

Ability to handle hostile, conflict and uncertain situations.

Ability to exercise good judgment, tact, and diplomacy with the public.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Graduation from an accredited four (4) year college or university with major coursework in Real Estate, Finance, Public Administration or directly related field plus two (2) years of experience in commercial loan processing, real estate, asset management, public finance or related experience

Experience may substitute for education up to four (4) years.

Licenses and Certifications Required:

Any required licenses or certifications

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.